

## **ADMINISTRATIVE AIDE (Confidential) (112-22)**

**SALARY: \$38,688.00 - \$52,000.00 annually, plus liberal fringe benefits**

### **THE POSITION**

This is administrative staff work assisting a managerial official in directing, analyzing and coordinating administrative activities, in conducting research and proposing solutions to administrative problems.

An employee in this class is responsible for performing administrative assignments of more than average difficulty, which may include relieving a superior of office management functions; processing and maintaining a variety of fiscal and operating programs and procedures; overseeing administrative activities of a specialized nature; participating in budget development and control; and other fiscal and operating functions.

Under direction, employee is required to exercise considerable initiative and independent judgment and to work effectively with the public, city officials and others. Employee must also apply specialized and/or technical knowledge and experience through the interpretation and completion of assignments in accordance with municipal and departmental rules, regulations, procedures, and ordinances. Work is reviewed through conferences, observation, reports submitted and results obtained.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have successfully completed at least two (2) years of college coursework in business administration, public administration or a related field from an accredited college or university.
2. Have at least one (1) year of paid, full-time work experience primarily involving one or more of the following: the development of new or revised procedures, policies, methods, forms, etc; organizational procedural studies; evaluations of operations effectiveness; assisting in the solution of administrative and management problems. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify.

**NOTE:** All applicants must complete the attached application supplement as well as the standard employment application.

### **HOW TO APPLY**

**Application forms should be filled out completely and should clearly show that the minimum qualifications are met.** Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**CITY OF FORT LAUDERDALE  
ADMINISTRATIVE AIDE (CONFIDENTIAL) (112-22)  
APPLICATION SUPPLEMENT**

This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant.

We are looking for amplification of your work experience as it relates to this position. Answer each question completely and concisely with specific examples from your work experience. **Use additional sheets as necessary or desired.**

1. What experience have you had collecting data relating to policies, procedures, financial or other information including formatting the information/data into spreadsheets and producing the final spreadsheets? Select two examples and describe their purposes and results. Provide a copy of these spreadsheets.
  
  
  
  
  
  
  
  
  
  
2. What spreadsheet software programs do you have experience with? Please describe your level of expertise with each program. Provide examples of spreadsheets produced with each program – if not already provided in response to question #1.
  
  
  
  
  
  
  
  
  
  
3. Please describe your experience in extracting information from computer systems in order to prepare regular and special reports. Provide an example of such a report that you have prepared. What was your role in developing the material?
  
  
  
  
  
  
  
  
  
  
4. Do you have any experience dealing with unions and union contract administration? If so, please describe your level of experience and expertise.

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ON-LINE APPLICATION WEBSITE)